

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By

The Office of MN.IT Services @ Minnesota Department of Health (MDH)

Project Title: MDH Application Portfolio Business Architecture

Category: *Architecture*

Business Need

The Office of MN.IT Services @ MDH is in need of aligning their **business architecture** across four (4) bureaus by analyzing the MDH Application Portfolio to identify main business function(s) that are in common and supported by more than one application. The outcome of this analysis will support MDH's goal to increase the use of agency-wide applications and help prioritize investments for replacing high risk applications. It will also identify areas for future collaboration and potential cost savings.

The MDH Application Portfolio is an asset repository of potential reusable, scalable and not fit-for-purpose technologies. In some cases, the application portfolio is cataloged based on a criterion of technology "abilities" and does not include the business perspective or desired functionality. Over time, MDH's application portfolio has grown in a divergent fashion as each bureau's divisions and sections attempt to improve their performance and address their challenges through one-time, often uncoordinated investments. The result is redundant applications or disparate usage of the same application. MDH would like to leverage the Application Portfolio to help them design a Business Blueprint and Business Architecture.

Project Deliverables

1. **Application portfolio rationalization document:** A map of the existing MDH 280 applications (and for larger applications, their lower level functions) and their capabilities that will assist in identifying opportunities for process alignment and leveraging common tools across the agency in order to reduce IT complexity and cost. The map will be used as input to the business blueprint and business architecture assessment.
2. **Business Blueprinting document:** MDH would like a Blueprint document that identifies and measures business value of current assets in the application portfolio. This would involve establishing criteria to determine business value in coordination with MDH IT governance members and leadership. For example, business value may include, but is not limited to:

business capability(s) supported, number of business functions, number of locations, number of core processes and drivers of quality to business value and maintenance costs.

3. **Business Architecture Assessment document:** MDH would like an analysis of the agency's current application portfolio to identify gaps in capability, over extension, multiple applications sharing the same or similar business capability or end of life in aggregate. This would produce a business architecture profile that will highlight areas where the agency is currently not supported by technology or quality of service needed in addition to the business functions that are best candidates for common, agency-wide tools. The application portfolio map and business blueprint document will be used as input to the business architecture assessment.

Project Milestones and Schedule

- Anticipated Project Start Date: 11/30/2016
- Anticipated End Date: 4/14/2017

Project Environment

Resource will work in a team environment under the direction of the MNIT@MDH Chief Business Technology Officer, MDH Business Leadership, and IT application teams.

Project Requirements

- All work will be done on-site at the Orville Freeman Building 625 Robert Street, Saint Paul, MN, Public Health Lab 601 Robert St. N, Saint Paul, MN, and Golden Rule Building, 85 7th Pl E, Saint Paul, MN.
- Compliance with the MNIT Enterprise Security Control Standards
- Compliance with MNIT@MDH Project Management Methodology

Responsibilities Expected of the Selected Vendor (Project Deliverables)

- The vendor will create a detailed work plan including prioritizing applications by business importance, project monitoring, tracking tasks, deliverables, and budget.
- The vendor will map existing applications in the MDH application portfolio (and for larger applications, their lower level functions) and their capabilities.
- The vendor will assist in identifying opportunities for process alignment and leveraging common tools across the agency in order to reduce IT complexity and cost.
- The vendor will create a blueprint that identifies and measures business value of current assets in the application portfolio. This would involve establishing criteria to determine business value of the application assets. Including, but not limited to: business capability(s) supported, number of business functions, number of locations, number of core processes and drivers of quality to business value and maintenance costs.
- The vendor will analyze the agency's current application portfolio to identify gaps in capability, over extension, multiple applications sharing the same or similar business capability or end of life in aggregate. Through this analysis the vendor will produce a business architecture profile that will highlight areas where the agency is currently not supported by technology or quality of service needed in addition to the business functions that are best candidates for common, agency-wide tools.
- The vendor will identify and meet with business heads or delegates, application owners, business owners, application portfolio managers, and subject matter experts, as needed, to gather information to create the project deliverables.

- The vendor will identify and use any existing documentation, application reviews, or applicable information and data that will assist in creating the project deliverables.

Mandatory Qualifications

(To be initially be scored as pass/fail. Thereafter, resources that meet the minimum Required Skills will be scored based on the extent to which the resource exceeds the required minimums. See RFO Evaluation Criteria, below.)

- Propose hourly rates at or below the vendor's Max Hourly Rate for the category.
- 4 years doing Business Architecture as a lead, involving large and complex projects. A large and complex project (>\$500,000), has many parts where those parts interact with each other in multiple ways.
- 3 years managing the triple constraint for projects (cost, time, and scope).
- 3 years experience doing Business Architecture for Health related projects.
1 year experience doing Business Architecture for Government Health department applications.

Desired Skills

- Experience with business architecture frameworks such as:
 - The Open Group Architecture Framework (TOGAF)
 - Federal Enterprise Architecture Framework (FEAF)

Process Schedule

Process Milestone	Due Date
Deadline for Questions	11/08/2016, 4:30PM Central Time
Anticipated Posted Response to Question	11/14/2016
Proposals due	11/18/2016, 4:30PM Central Time
Anticipated work order start	11/30/2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Roleen Marchetti

Organization: Office of MNIT Services

Email Address: mnitcontracts@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- | | |
|--|-----|
| • Experience | 45% |
| • Sample Work Plan that includes all the project deliverables listed in the "Project Deliverables" Section | 25% |

- Experience 45%
- Cost 30%

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process.

The State also reserves the right to contact proposed resources' references and to adjust Experience scores based on the additional information derived from reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
 Master Contractor Address
 Contact Name for Master Contractor
 Contact Name's direct phone/cell phone (if applicable)
 Contact Name's email address
 Consultant's Name being submitted

2. Work Plan

Include the following:

- Description of the methodology used
- Milestones and high level tasks, including approximate duration of work

3. Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Resources that meet the minimum required skills will be scored based on the extent to which the resource exceeds the required skills. Please complete the matrix below.
2. Resources will also be scored on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
3. Attach a resume (s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant identifying any desired qualifications.
4. Also include the name of three (3) references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
5. Include a Sample Work Plan that includes all the project deliverables listed in the "Project Deliverables Section" of this document and include which team member(s) will be assigned to each deliverable. Cost should not be included in the Sample Work Plan.

RESPONSE MATRIX
Resource Name:

RESPONSE MATRIX	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
4 years doing Business Architecture involving large and complex projects. A large and complex project (>\$500,000), has many parts where those parts interact with each other in multiple ways	
3 years managing the triple constraint for projects (cost, time, and scope)	
3 years experience doing Business Architecture for Health related projects	
1 year experience doing Business Architecture for Governmental Health Department	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
<ul style="list-style-type: none"> Experience with business architecture frameworks such as: <ul style="list-style-type: none"> The Open Group Architecture Framework (TOGAF) Federal Enterprise Architecture Framework (FEAF) 	

4. Cost Proposal

Indicated as an hourly rate that is calculated as a Level of Effort for each deliverable as listed above with a total cost for the project. THE COST PROPOSAL MUST BE SUBMITTED AS A SEPARATE DOCUMENT FROM THE OTHER COMPONENTS OF THE PROPOSALS, AND NOT INCLUDED IN ANY OTHER PLACE IN THE SUBMISSION.

5. Sample Cost Proposal:

Tasks/Deliverables	Business Architect Hourly Rate	Level of Effort in total Hours	Cost
The vendor will create a detailed work plan including prioritizing applications by business importance, project monitoring, tracking tasks, deliverables, and budget			
The vendor will map existing applications in the MDH application portfolio (and for larger applications, their lower level functions) and their capabilities			

The vendor will assist in identifying opportunities for process alignment and leveraging common tools across the agency in order to reduce IT complexity and cost			
The vendor will create a blueprint that identifies and measures business value of current assets in the application portfolio. This would involve establishing criteria to determine business value of the application assets. Including, but not limited to: business capability(s) supported, number of business functions, number of locations, number of core processes and drivers of quality to business value and maintenance costs			
The vendor will analyze the agency's current application portfolio to identify gaps in capability, over extension, multiple applications sharing the same or similar business capability or end of life in aggregate. Through this analysis the vendor will produce a business architecture profile that will highlight areas where the agency is currently not supported by technology or quality of service needed in addition to the business functions that are best candidates for common, agency-wide tools			
The vendor will identify and meet with business heads or delegates, application owners, business owners, application portfolio managers, and subject matter experts, as needed, to gather information to create the project deliverables			
TOTAL			

6. Conflict of interest statement as it relates to this project

7. Additional Statement and forms:

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>

4. Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Vendor is limited to submission of three (3) resumes/candidates in response to the Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 Roleen Marchetti at roleen.marchetti@state.mn.us
 Email subject line must read: MDH Application Portfolio Business Architecture Project (RFO#0159)
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State's email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is

completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified

by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.